

Delaware Economic Development Office
Capital Resource Director
Recruitment #0722201601

Opening Date: 07/27/2016

Closing Date: 08/19/2016

Type of Recruitment: Open

Employment Term: Full-Time Exempt Status

Location(s): 99 Kings Highway, Dover, DE 19901

Contact Name: DEDO Human Resource

Contact Phone: 302-739-4271

SUMMARY STATEMENT

The Capital Resource Director will manage the Delaware Economic Development Office's financial portfolio. This portfolio which supports the agency's business attraction, retention and expansion efforts. The Director will analyze and revise the agency's current financial incentives as necessary; and recommend and implement new initiatives, programs and policies. The Director is responsible for vetting prospective projects to determine financial eligibility, negotiating terms of financial incentives, compiling findings and presenting recommendations to the agency's advisory council consisting of public and private stakeholders. The individual in this position is also responsible for monitoring financial incentives post-close including reporting, financial analysis and collections. The Director will establish and maintain positive relationships with various external partners including government officials, Delaware legislature, and federal and state regulatory agencies. The position oversees lending and compliance staff while working closely with the agency's deputy attorney general.

ESSENTIAL FUNCTIONS

- Responsible for overseeing the capital resources team, setting goals and completing performance reviews
- Responsible for recommending, developing, implementing and analyzing financial incentives and programs available to eligible businesses;
- Oversee application process for financial incentive programs including financial statement analysis review and incentive structure;
- Responsible for post-closing compliance and oversight of portfolios;
- Leverage a myriad of partners including private, public and nonprofit funding sources;
- Identify new and innovative funding opportunities for targeted industries;
- Develop financial eligibility criteria with a focus on increasing employment opportunities for Delawareans;
- Prepare reports as requested;
- Provide reports and supporting documentation for agency presentations including, but not limited to, annual public capital and operating budget hearings presented to the Bond Committee and the Joint Finance Committee.

JOB-SPECIFIC KNOWLEDGE AND SKILLS

- Able to manage contract compliance issues with businesses;
- Ability to multi-task, able to handle change, and embrace diversity;
- Knowledge and understanding of financial statement analysis and lender underwriting;
- Knowledge and experience in commercial lending and Venture Capital;
- Leadership experience is required;
- Working knowledge of federal, state and nonprofit funding sources and processes;
- Ability to successfully apply for federal grants.
- Proficient in all Microsoft Office products. CRM knowledge a plus;

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- Must be detailed-oriented, possess strong writing, editing and proofreading skills;
- Excellent time management, follow-through, problem solving, and organizational skills;

JOB REQUIREMENTS

Bachelor's degree (BS) or equivalent with 3-5 years in specific industry experience

BENEFITS

Benefits include 21 vacation days and 15 sick day leave accrual, up to 12 paid holidays a year, liberal retirement benefits, health, dental, vision, short and long term disability, and life insurance plans as well as various supplemental benefit options.

SELECTION PROCESS

The resume is evaluated based upon a rating of the applicant's education, training and experience as it relates to the position's job requirements. It is essential that the applicant provide complete and accurate information on the resume including dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Resumes should be submitted to DEDO.Resumes@state.de.us. All correspondence related to the submitted resume will be sent via email.

ACCOMMODATIONS

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLICATION PROCEDURES: Interested applicants must submit a resume to **DEDO's Human Resource Office** by the **closing date of 08/19/2016**. Contact: DEDO.Resumes@state.de.us.

**THE DELAWARE ECONOMIC DEVELOPMENT OFFICE IS AN AFFIRMATIVE ACTION AND EQUAL
OPPORTUNITY EMPLOYER. DIRECT DEPOSIT OF PAY IS MANDATORY.**